

APPROVED 12/18/2008

At 6:07 pm the Board's meeting was called to order in the basement meeting room at the Town Hall. Present were Road Agent Guerwood Holmes; Selectmen Gene Cordes and Brett Hunter; and Town Administrator Heidi Carlson.

Guerwood Holmes was in to the meeting to discuss replacing the Department's high-limbing chain saw to replace the Department's aging unit that needs \$200 in repairs.

Gates entered the meeting at 6:10 pm. Holmes has found a new Stihl telescoping saw like the one he has now, for about \$595 from Chappell Tractor in Brentwood.

Cordes reviewed the budget to find that the new equipment line is spent, and suggested transferring money from the tree line to cover the cost, since that is how the saw is used. Cordes moved to transfer \$600 from the tree budget to the power tool budget line and expend up to \$600 on the Stihl high-limbing chain saw Model HT-131. Hunter seconded and the vote was unanimously approved 3-0.

Holmes then discussed a dead hazardous tree on North Road near the intersection of Beede, adjacent to the Kennedy property that had been discussed by Mr Kennedy at the Scenic Road Public Hearing this summer. Holmes is yet to meet with Mr Kennedy, but will follow-up with him prior to having the tree removed.

Carlson also advised the Board and Holmes that the Budget Committee had made their recommendations on the 2009 budget proposal. This included reducing the overall recommendation on the operating budget by reducing Line 003 (Winter Equipment Hire) by \$4,000; reducing Line 006 (Summer Equipment Hire) by \$5,000; and reducing Line 027 (Trees) by \$1,000. This makes the Budget Committee's recommendation on the Highway budget \$327,946.

The Committee also did not recommend either of the Highway Capital Reserve Funds (Equipment and Building); or the Roller and Trailer. They also recommended the overlays less the work to be done on Clough Crossing (\$7,380), for a total of \$67,240.

There was discussion about the North Road stone wall project at the Miller property line. The Board would like Holmes to do some additional work at the shoulder (from the road side) so that no further erosion occurs before winter. There was also discussion about signage to warn of a curve and the installation of guardrail for the project.

Holmes thought that there should be a 3:1 slope away from the road instead of a wall system as it exists now. There was discussion about the options.

If no excess highway funds can be allocated (for encumbrance) to do the work next spring, the Board and Holmes discussed a warrant article for \$20,000 to do this work, based on the stone work estimate from Steve Tomasz, engineering, installation of guard rail, and proper signage. This information will be brought back to the Budget Committee next week.

Holmes left the meeting at 6:38 pm. At that time Trudie Butler, Health Officer, came in to meet with the Board for the Annual Health Update. She asked for a non-public session such as to prevent the discussion of any items in compliance with RSA 91-A:3 II (c). Motion was made by Gates at 6:40 pm and seconded by Cordes to enter non-public session such that the discussion would not adversely affect the reputation of any person involved in a health matter. This vote was unanimously in favor.

Butler did not think there were as many mosquitoes this year, but said that are still some ticks out.

Carlson advised that the Budget Committee had not recommended mosquito control appropriation in the warrant for 2009 as well.

Butler reviewed the listing of properties that had been issued health licenses or had inspections in 2008.

With no matters that came up involving specific residents or issues, the minutes here reflect all discussion, not separated out for non-public session.

Gates moved to return to public session at 6:55 pm. Hunter seconded and the vote was unanimously approved 3-0. Neal Janvrin came in to the meeting at this time. Gates saw Butler out to her car given the bad weather.

At 7:00 pm Department Head Neal Janvrin was present. Carlson advised of some of the Budget Committee discussion in this regard and what line items had been recommended at less than requested. This included in-service training. Janvrin said that reduction of this would eliminate CPR and defibrillator training as it is optional. Janvrin felt that this is important for the community and did not want to see it cut. Gates suggested to him that if it was important he work toward allocating funds within the budget to see that the training can still take place.

There was discussion about the wage schedule and how Janvrin had put together wages for the upcoming year. The Board wants all departments to be treated the same with regard to implementation of the wage schedule.

Janvrin discussed the future purchase of an ACO vehicle and said he still felt the Town needed to do something in this regard. If he does not have funds available this year, he wanted to propose a new Capital Reserve Fund warrant article in 2009.

He discussed with the Board some type of utility truck which could be fit up with a cap for carrying animals. He said he will look around and will come back next week with a proposal if he can find something; and if he has sufficient operating funds available.

Janvrin announced that Scott Cole will graduate tomorrow night from the Part-time Police Academy.

Janvrin left the meeting at 7:40 pm. The Board took a 10 minute recess at this time.

OLD BUSINESS

1. Selectmen reviewed minutes for 25 November 2008. Gates moved to approve the minutes as written. Hunter seconded and the vote was unanimously approved 3-0.

2. Carlson discussed with the Board the Bartley abatement process. MRI has made a recommendation on how to handle it, and has contacted Mr Bartley to discuss it in response to the BTLA recommendation for settlement process prior to full appeal hearing. Mr Bartley did not want to meet with Joe Lessard to discuss it, but wanted to meet with the Board instead.

Joe Lessard said he will attend a hearing or gather information to present to the Board before discussing it with Bartley, depending on what the Selectmen prefer. The Board would like to have Lessard at any meeting that Bartley may want to schedule; as the Town's Assessing Agent.

3. The Board spent some time discussing the meeting of December 4, 2008 with Jay Somers of Comcast and Attorney Peter Epstein. There are only a few items outstanding with regard to the cable franchise renewal.

Carlson provided an update from Peter Epstein that Jay Somers had contacted him to work further on the draft of the contract; and Peter is looking for Board approval. Selectmen said this was OK with them, but obviously want to keep cost to a minimum. The Board had set a \$3,000 cap on legal fees w/o consultation with them, and that threshold has now been met.

The current invoice was in the amount of \$320.00. Hunter moved to approved invoice # 16793 in the amount of \$320 to Epstein and August for work through 11/17/2008. Gates seconded and the vote was approved 3-0.

Carlson then shared some updates from Randy Bucchini regarding the Tape Replay Request Form and updated requirements from Comcast. Bucchini needs to have the length of the programming documented hours:minutes:seconds on the tape or DVD. The Board approved these updates and they will be added to the form.

NEW BUSINESS

1. Selectmen reviewed and approved the payroll \$29,739.70 and accounts payable manifest \$56,020.70 dated 12 December 2008. Gates moved to approve the accounts payable manifest. Hunter seconded and the vote was approved 3-0. Gates moved to approve the payroll manifest. Hunter seconded and the vote was unanimously approved 3-0.

2. Selectmen reviewed the accounts payable manifest \$397,541.82 dated 05 December 2008. This had been approved last week by Gates and Carlson as per the Board vote on 11/25/08. Motion was made to approve this manifest by Hunter. Gates seconded and the vote was unanimously approved 3-0.

3. Selectmen signed outgoing correspondence to Dick Heselton regarding his retirement.

4. Selectmen reviewed the folder of incoming correspondence.

5. Carlson presented information to the Board regarding a warrant article request in the amount of \$425 from the Manchester Red Cross. The Board asked for this to be put on the warrant at the Selectmen's request for individual review. Hunter moved to approve it, seconded by Gates and voted unanimously in favor.

6. Selectmen discussed a policy on use of earned time in conjunction with differential for Worker's Compensation wages. There was a lengthy discussion on wages and how Worker's Compensation works. No decision was made. The Board asked for Jeanne Nygren to do some additional research on how other towns handle this.

7. The Board reviewed a letter from John Wilder regarding a question on insurance coverage at Coopers Corner. Wilder has asked for a town certificate of insurance to cover the fire pond and his liability which is not possible because it is not Town property. Wilder had been given a copy of NH RSA 508:14 Landowner Liability Limited which addresses some of his concerns. This premise, owned by Wilder, is not something the Town can insure.

8. The Board has been asked to consider updates to the Town Forest Ordinance to include statute on fires as well as discuss whether camping is permitted based on a request from Jeff Rowell on behalf of the

Scouts about camping on Town property. The Board felt that this needs to be addressed in a policy, but would first like to discuss it with the Conservation Commission and Open Space Committee. The Board asked for a memo to be sent to the land use boards indicating that this has come up and ask for their thoughts on the matter before proposing an amendment to the ordinance.

9. Selectmen reviewed the 2008 Equalization Assessment Data sheet for annual DRA reporting. There was an overview of the study and what it means. Motion was made by Gates to sign the cover sheet to accompany the records. Hunter seconded and the vote was unanimously approved 3-0.

10. Selectmen reviewed a petty cash manifest (budget transfers to close out petty cash for 2008) dated 12/11/08 in the amount of \$83.34. Hunter moved to approve this transfer in the amount of \$83.34. Gates seconded and the vote was approved 3-0.

11. Selectmen reviewed a manifest for transfer of funds to repay the 2008 TAN line of credit and interest in the total amount of \$3,249,700.03. The Selectmen asked for the Treasurer to produce the receipt and transaction paperwork from Citizen's Bank for the transfer prior to finalizing the manifest. In the interim, it was signed and will be held pending receipt of the bank records on the transfer.

12. Selectmen reviewed two proposals received for Safety Complex work by the due date. They included:

Romano Construction	\$16,400.00 for replacement
\$50.00 per man hour for work in addition	
Friedrich Carpentry Plus Inc	\$3,353.00 for four dormers repaired
\$45.00 per man hour for work in addition	

The Board asked for Thom Roy to review the Goterch proposal and ask Thom meet with him on Monday to review the scope of work and put together a contract to move it ahead. The Board expressed concern about any damage underneath and asked that the sheathing be pulled to check; and to do the ice and snow shield. There was discussion about what can be done to alleviate the water flow problem and reconfigure it so it is not just another replacement. The budget is obviously a concern as well. Carlson identified excess monies to be able to get this repair work done, in light of the Meetinghouse painting not being done.

13. Selectmen reviewed a note from the Tax Collector regarding a tax lien showing from 2006 on parcel 06-050.010.00A for unpaid taxes. The current owner indicates he was not notified of the tax lien, and does not believe he is responsible for the taxes.

The Board indicated that the taxes were due and payable from someone; and who ever is responsible should go back to their lender and title insurer to get the matter resolved. Carlson explained that all of the deeds within the subdivision came in referencing "A" and "B" units incorrectly as they referred to the building style and not the Town's proper map and lot number. When all of the deeds came in, this was corrected in a mass effort by changing the "A" and "B" units that had been swapped in error; keeping the address and owner information the same (with an updated lot extension of A or B).

The Board suggested sending a letter to both homeowners (A and B) after verifying who had paid the taxes in 2006 on the other lot.

BUDGET ITEMS

1. Selectmen reviewed Warrant Article recommendations. It was clarified that the Board had voted to recommend the HW roller article for \$15,000.

The Board discussed the Town Clerk requested salary increase and settled, after some discussion, on a \$1,000 increase over the 2008 budgeted amount that they would recommend. The discussion included the amount of increases for town employees; and the increases proposed by other Town Officials. The Board felt that this is an area they have no jurisdiction over and wanted the taxpayers to make the decision about.

The Board voted to support the Red Cross warrant article request for \$425 given the services they provide in times of crisis.

2. There was extensive discussion on the budget recommendations for the Police Department wages and a review of the wage schedule and implementation for 2009 (ie: steps) presented by Chief Janvrin. The Chief has put the budget together to put employees at a step effective for March 2009 if the budget is approved; followed by a step increase at the time of their annual evaluation. There was discussion about how to handle this for all employees, and the Board felt it needed to be uniform. The other municipal wages had been put together assuming only one change on the new wage schedule, placement into a new step for 2009 with no additional adjustment.

3. The Budget Committee has virtually all of their recommendations on the Town budget completed aside from a few lingering warrant articles and the Police Department. They have scheduled meetings for December 17 and 29, 2008; and January 7, 2009. The Town Public Budget Hearing will be held on Tuesday January 13, 2009; and the School Public Budget Hearing will be held on Monday February 9, 2009.

NEXT WEEK

The next regular Board meeting will be held on Thursday December 18, 2008 at 6:00 pm.

With no further business, motion was made by Gates and seconded by Hunter to adjourn the meeting at 10:15 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator